



H E L P D O C U M E N T A T I O N

FastLane Help System

Authorized Organizational Representative (AOR) Functions

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AOR Functions

Authorized Organizational Representative Functions Introduction

What Is an Authorized Organizational Representative?

The Authorized Organizational Representative (AOR) is an individual authorized by an organization to do the following:

- Sign a request, a proposal, or other document that has been submitted and that NSF requires be signed.
- Provide the required certifications for the signed document (the certifications display as part of the signature process).

Electronic signature by an individual with AOR permissions through FastLane is the only way to sign a proposal or request. You no longer need to send to NSF any signed letters through the post.

See [AOR Login](#) for instructions to begin working on AOR functions.

How You Become an AOR

To be an AOR, your organization's Sponsored Project Office representative must add you as a user for FastLane and give you AOR permissions.

If the SPO has given you permission to both submit proposals and requests and also AOR permissions, you can sign proposals and requests as part of the submission process.

The AOR's electronic signature is required for the following:

- Submitted Proposal
 - PIs no longer sign proposals
 - As an AOR, you have 5 days from the day that the proposal was submitted to sign a proposal.
 - You will not be electronically notified that the proposal was submitted, the proposal will display on the Authorized Organizational Representative Functions screen, indicating that the proposal requires signature.
- Supplemental Funding Request
- Proposal File Update
- A Revised Submitted Budget
- Addition of Subaward Request
- Change PI Request
- PI Transfer

How You Know If Documents Need to be Signed

Once you have accessed the **Research Administration** screen (Figure 1) (see [AOR Login](#)), look at the **In Box** section to see how many documents are awaiting your signature. Click the number of documents to go to the Authorized **Organizational Representative Functions** screen.



Figure 1 Research Administration screen. The AOR Functions section of the In Box is circled.

Log In to Authorized Organizational Representative Functions

1. On the **FastLane Home Page** screen (Figure 1), click **Research Administration**. The **Research Administration** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The Research Administration link is circled.

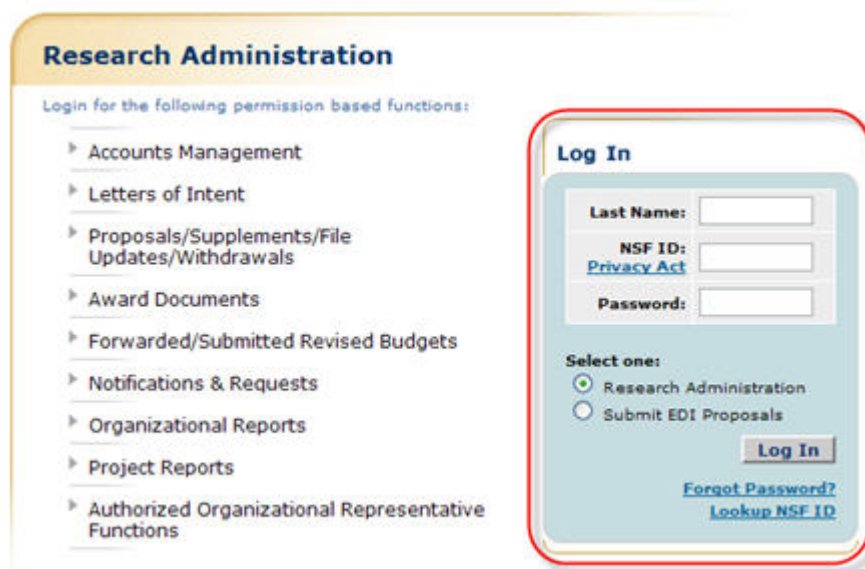


Figure 2 Research Administration screen. The Login section is circled.

2. In the **Login** section, type the following information in the boxes (Figure 2):
 - **Last Name**

- **NSF ID**
Your National Science Foundation Identification number
 - **Password**
3. Click the radio button for Research Administration (Figure 2).
 4. Click the **Login** button (Figure 2). The **Research Administration** screen displays (Figure 3).



Figure 3 Research Administration screen. The Authorized Organizational Representative Functions link is circled.

5. Click **Authorized Organizational Representative Functions** (Figure 3). The **Authorized Organizational Representative Functions** screen displays (Figure 4). You have these options on this screen:
 - Verify your signature information
 - Sign a single document or single proposal/supplement
 - Sign all proposals/supplements
 - Sign all documents
 - View a document

Authorized Organizational Representative Functions | [MAIN](#) ▶ **Organization:** University of California-Berkeley

Verify Signature Information:

Name: Nancy Han
Phone Number: 5106428121
Fax Number: 5106428236
E-Mail: nthan@berkeley.edu

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Documents To Be Signed

☐ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Documents

5 Documents found, displaying 1 to 5

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission Date
<input type="checkbox"/>	Proposal/Supplement	0514702	Carlton Pennypacker	Global Hand-On Universe Workshop	03/04/2005
<input type="checkbox"/>	Proposal/Supplement	0514704	Michael Lieberman	Dynamics of R.F. Discharges for Materials Etching	03/04/2005
<input type="checkbox"/>	Proposal/Supplement	0514705	andre leroy	Small Proposal Create 43	03/04/2005
<input type="checkbox"/>	Proposal/Supplement	0514706	J. Axley	Small Proposal Create 76	03/04/2005
<input type="checkbox"/>	P1 Transfer Request	0341729	Max Moritz	SGER; ESD: Fire and the Sudden Oak Death Epidemic	12/16/2004

Export Options: [Excel](#)

[Sign](#) [Cancel](#)

Figure 4 Authorized Organizational Representative Functions screen. The column headings are circled.

- In the **Documents to be Signed** section (Figure 3), click the heading title for a column to sort the listed documents by that category.

Verify Your Signature Information

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see [AOR Login](#)).

Authorized Organizational Representative Functions | MAIN ▶ **Organization:** National Science Foundation

Verify Signature Information:

Name: John alan
Phone Number: 7035551000
Fax Number: 7035550000
E-Mail: jalan@nsf.gov

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using **Account Management**.

Figure 1 Authorized Organizational Representative Functions screen. The Account Management link is circled.

2. In the **Verify Signature Information** section of the **Authorized Organizational Representative Functions** screen (Figure 1), check the accuracy of the signature information displayed.
3. If you need to change your signature information, click **Account Management** (Figure 1). The **Account Management** screen displays on the **User Account** tab (Figure 2).

Accounts Management | MAIN ▶ **Organization:** National Science Foundation

[User Account](#) [Organization Information](#)

[View Organization Permissions Report](#) ▶

Search for existing User to view/modify data:

Last Name: Alan **Search** [View All Users](#) [Add New User](#)

Figure 2 Account Management screen. The Search button is circled.

4. In the **Last Name** box (Figure 2), type your last name.
5. Click the **Search** button (Figure 2). The **Accounts Management** screen displays (Figure 3) with your name listed in the **Search Results** section.

Accounts Management | MAIN ▶

Organization: National Science Foundation

[User Account](#)
[Organization Information](#)

[View Organization Permissions Report ▶](#)

Search for existing User to view/modify data:

Last Name: [Search](#) [View All Users](#) [Add New User](#)

Search Results

Click on User Name to view/modify/delete data. Sort results by clicking column title.

484 users found, displaying 1 to 10 [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next]

Name	Email Address	Actions
Addison, Randolph	raddison1@nsf.gov	View Modify Delete
Ahl, Joan	jahl@nsf.gov	View Modify Delete
Alan, John A	jalan@nsf.gov	View Modify Delete

Figure 3 Accounts Management screen. The Modify link is circled.

6. Click **Modify** on the row for your name (Figure 3). The **Modify User Profile** screen displays (Figure 4).

Modify User Profile for -- John Alan

Organization ID: 4102852000

Required Fields are preceded by an asterisk (*)

User Profile

NSF ID: 000865319

*First Name: John

*Last Name: Alan

*Email: jalan@nsf.gov

Phone Number: 7035551000 10 digits only

Fax Number: 7035550000 10 digits only

[Privacy Act](#)
 MI: A

Change Password:

Type New Password:

*Confirm Password:

[Password Requirements](#)

Principal Investigator (PI) Profile

☐ Add User to PI profile

Suffix: (Jr., Sr., III, Etc)

Department:

*Degree Type: Please select from list below: ▼

*Degree Year: Please select degree year ▼

ORGANIZATION NAME:

National Science Foundation

(Once added to the NSF PI profile, the PI can change his/her address through the PI Information screen in the Proposal Preparation function.)

User Permissions

☒ Add, Modify, and Delete FastLane Users
☒ Change User Permissions
☒ Initialize/Change User Password
☒ Organizational Reports
☒ Administer Notifications To or Requests For NSF Approvals Under Grants
☒ Submit Proposals/Supplements/Updates/Withdrawals to NSF
☒ Administer Revised Budgets
☒ View/Print Organization's Award Letters
☒ View Project Reports
☒ Review/Revise Organizational Information
☒ Authorized Organizational Representative Functions
☐ Financial Administrator

[Modify User](#) [Cancel](#)

Figure 4 Modify User Profile screen. The Modify User button is circled.

7. In the **User Profile** section (Figure 4), type any changes you need in the following boxes:
 - **First Name**
 - **Last Name**
 - **Email**
 - **Phone Number**
 - **Fax Number**
8. In the **Change Password** box (Figure 4), change your password if needed.
9. *If the User Permission section displays* (as in Figure 4), click the check mark boxes to add or delete any user permissions.

View Modify User Profile for -- John Alan **Organization ID: 4102852000**

Required Fields are preceded by an asterisk (*)

User Profile

NSF ID: 000865319 [Privacy Act](#)

*First Name: John MI :A

*Last Name: Alan

*Email: jalan@nsf.gov

Phone Number: 7035551000

Fax Number: 7035550000

Principal Investigator (PI) Profile

Suffix:

Department:

*Degree Type:

*Degree Year: 0

User Permissions Assigned

Add, Modify, and Delete FastLane Users

Change User Permissions

Initialize/Change User Password

Organizational Reports

Administer Notifications To or Requests For NSF Approvals Under Grants

Submit Proposals/Supplements/Updates/Withdrawals to NSF

Administer Revised Budgets

View/Print Organization's Award Letters

View Project Reports

Review/Revise Organizational Information

Authorized Organizational Representative Functions

Confirm Changes **Cancel**

Figure 5 View Modify User Profile screen. The Confirm Changes button is circled.

10. Click the **Modify User** button (Figure 4). The **View Modify User Profile** screen displays (Figure 5).
11. Click the **Confirm Changes** button (Figure 5). The **Confirmation** screen displays (Figure 6).



Figure 6 Confirmation screen. The Account Management Main link is circled.

12. Click **Account Management Main** (Figure 6). The **Account Management** screen displays (Figure 7).

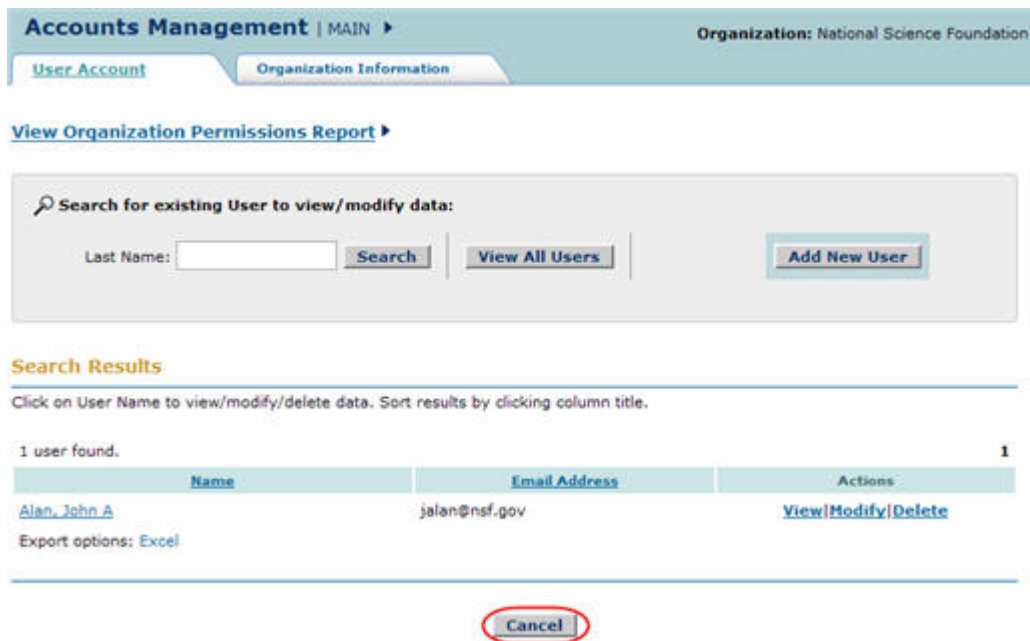


Figure 7 Accounts Management screen. The Cancel button is circled.

13. Click the **Cancel** button (Figure 7). The **Research Administration** screen displays (Figure 8).



Figure 8 Research Administration screen. The Authorized Organizational Representative Functions link is circled.

14. Click **Authorized Organizational Representative Functions** (Figure 8). The **Authorized Organizational Representative Functions** screen displays (Figure 1).

Sign a Single Document or Proposal/Supplement

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see AOR Login).

Authorized Organizational Representative Functions | MADA | Organization: University of California-Berkeley

Verify Signature Information:

Name: Nancy Han
 Phone Number: 5106428121
 Fax Number: 5106428236
 E-Mail: nthan@berkeley.edu

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Documents To Be Signed

☐ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Documents

5 Documents found, displaying 1 to 5

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission Date
<input type="checkbox"/>	Proposal/Supplement	0514703	Carlton Pennypacker	Global Hand-On Universe Workshop	03/04/2005
<input type="checkbox"/>	Proposal/Supplement	0514704	Michael Lieberman	Dynamics of R.F. Discharges for Materials Etching	03/04/2005
<input type="checkbox"/>	Proposal/Supplement	0514705	andre leroy	Small Proposal Create 43	03/04/2005
<input type="checkbox"/>	Proposal/Supplement	0514706	J. Ailey	Small Proposal Create 76	03/04/2005
<input checked="" type="checkbox"/>	PI Transfer Request	0241129	Max Moritz	SGER: EID: Fire and the Sudden Oak Death Epidemic	12/16/2004

Export Options: [Excel](#)

Sign **Cancel**

Figure 1 Authorized Organizational Representative Functions screen. The check mark box for a document and the Sign button are circled.

2. On the **Authorized Organizational Representative Functions** screen (Figure 1), click the check mark box for the document you want to sign.
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figure 2).

Electronic Signature Notice		Organization: University of California
Documents Selected To Sign		
1 Document found.		
Document Type	Proposal Award Number	Title
PI Transfer Request	0341729	SGER: EID: Fire and the Sudden Oak Death Epidemic
CERTIFICATION INFORMATION Certification for Authorized Organizational Representative or Individual Applicant: By electronically signing the request, the individual applicant or the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if an award is made as a result of this application. Further, the applicant is hereby providing certifications regarding debarment and suspension, drug-free workplace, and lobbying activities (see below), as set forth in the <i>Grant Proposal Guide (GPG)</i> , NSF 04-23. Willful provision of false information in this application and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001). In addition, if the applicant institution employs more than fifty persons, the authorized official of the applicant institution is certifying that the institution has implemented a written and enforced conflict of interest policy that is consistent with the provisions of Grant Policy Manual Section 510; that to the best of his/her knowledge, all financial disclosures required by that conflict of interest policy have been made; and that all identified conflicts of interest will have been satisfactorily managed, reduced or eliminated prior to the institution's expenditure of any funds under the award, in accordance with the institution's conflict of interest policy. Conflicts which cannot be satisfactorily managed, reduced or eliminated must be disclosed to NSF.		
Drug Free Work Place Certification By electronically signing this request the Authorized Organizational Representative or Individual Applicant is providing the Drug Free Work Place Certification contained in Appendix C of the Grant Proposal Guide.		
Debarment and Suspension Certification Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency? <input checked="" type="radio"/> No <input type="radio"/> Yes (If "yes" please provide an explanation below.) <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> By electronically signing the request, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.		
Certification Regarding Lobbying (GPG Appendix E) This certification is required for an award of a Federal contract, grant or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.		
Certification for Contracts, Grants, Loans and Cooperative Agreements The undersigned certifies, to the best of his or her knowledge and belief, that: (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly.		
<small>This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$30,000 and not more than \$100,000 for each such failure.</small>		
<div style="text-align: center;"> <input checked="" type="button" value="Sign"/> <input type="button" value="Cancel"/> </div>		

Figure 2 Electronic Signature Notice screen. The Debarment and Suspension Certification section and the Sign button are circled.

- In the **Debarment and Suspension** section (Figure 2), click the radio button for either Yes or No if there are any debarments or suspensions of you or your organization from transactions with federal agencies.

5. If you answered **Yes**, type an explanation in the text box under the radio buttons (Figure 2).
6. Click the **Sign** button (Figure 2). The **Confirmation** screen displays (Figure 3) with the message that the document has been signed.

CONFIRMATION The Following Documents Have Been Signed:		
Document Type	Proposal Award Number	Title
PI Transfer Request	0341729	SGER: EID: Fire and the Sudden Oak Death Epidemic
Return to AOR Functions Main		

Figure 3 Confirmation screen. The Return to AOR Functions Main link is circled.

7. Click **Return to AOR Functions Main**. The **Authorized Organizational Representative Functions** screen displays (Figure 1).

Sign All Proposals/Supplements

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see AOR Login).

Authorized Organizational Representative Functions | MAIN ▶ **Organization:** University of California-Berkeley

Verify Signature Information:
Name: Nancy Han
Phone Number: 5106428121
Fax Number: 5106428236
E-Mail: nshan@berkeley.edu

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Documents To Be Signed

☒ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Documents

5 Documents found, displaying 1 to 5

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission Date
<input checked="" type="checkbox"/>	Proposal/Supplement	0514702	Carlton Pennypacker	Global Hand-On Universe Workshop	03/04/2005
<input checked="" type="checkbox"/>	Proposal/Supplement	0514704	Michael Lieberman	Dynamics of R.F. Discharges for Materials Etching	03/04/2005
<input checked="" type="checkbox"/>	Proposal/Supplement	0514705	andre leroy	Small Proposal Create 43	03/04/2005
<input checked="" type="checkbox"/>	Proposal/Supplement	0514706	J. Asley	Small Proposal Create 76	03/04/2005
<input type="checkbox"/>	PI Transfer Request	0391722	Max Moritz	SGER: EID: Fire and the Sudden Oak Death Epidemic	12/16/2004

Export Options: [Excel](#)

Figure 1 Authorized Organizational Representative Functions screen. The check mark box for Check to Select all Proposals/Supplements and the Sign button are circled. The check marks for all the proposals/supplements are also circled.

2. On the **Authorized Organizational Representative Functions** screen (Figure 1), in the **Documents To Be Signed** section, click the check mark box for Check to Select Proposals/Supplements. Check marks display in the boxes next to all the proposals/supplements (see Figure 1).
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figures 2) with a listing of all the proposals/supplements you are signing.

Electronic Signature Notice Organization: University of California

Documents Selected To Sign

4 Documents Found, displaying 1 to 4

Document Type	Proposal Award Number	Title
Proposal/Supplement	0514703	Global Hand-On Universe Workshop
Proposal/Supplement	0514704	Dynamics of R.F. Discharges for Materials Etching
Proposal/Supplement	0514705	Small Proposal Create 43
Proposal/Supplement	0514706	Small Proposal Create 76

CERTIFICATION INFORMATION

Certification for Authorized Organizational Representative or Individual Applicant:

By electronically signing the proposal, the individual applicant or the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if an award is made as a result of this application. Further, the applicant is hereby providing certifications regarding debarment and suspension, drug-free workplace, and lobbying activities (see below), as set forth in the Grant Proposal Guide (GPG), NSF 04-23. Willful provision of false information in this application and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

In addition, if the applicant institution employs more than fifty persons, the authorized official of the applicant institution is certifying that the institution has implemented a written and enforced conflict of interest policy that is consistent with the provisions of Grant Policy Manual Section 510; that to the best of his/her knowledge, all financial disclosures required by that conflict of interest policy have been made; and that all identified conflicts of interest will have been satisfactorily managed, reduced or eliminated prior to the institution's expenditure of any funds under the award, in accordance with the institution's conflict of interest policy. Conflicts which cannot be satisfactorily managed, reduced or eliminated must be disclosed to NSF.

Drug Free Work Place Certification

By electronically signing the NSF Proposal CoverSheet the Authorized Organizational Representative or Individual Applicant is providing the Drug Free Work Place Certification contained in Appendix C of the Grant Proposal Guide.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

☒ No

☐ Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

Certification Regarding Lobbying (GPG Appendix E)

This certification is required for an award of a Federal contract, grant or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Sign
Cancel

Figure 2 Electronic Signature Notice screen. The Debarment and Suspension Certification section and the Sign button are circled.

- In the **Debarment and Suspension** section (Figure 2), click the radio button for either Yes or No if there are any debarments or suspensions of you or your organization from transactions with federal agencies.
- If you answered **Yes**, type an explanation in the text box under the radio buttons (Figure 2).
- Click the **Sign** button (Figure 2). The **Confirmation** screen displays (Figure 3) with a message that the proposal/supplements have been signed.

CONFIRMATION The Following Documents Have Been Signed:		
Document Type	Proposal Award Number	Title
Proposal/Supplement	0514703	Global Hand-On Universe Workshop
Proposal/Supplement	0514704	Dynamics of R.F. Discharges for Materials Etching
Proposal/Supplement	0514705	Small Proposal Create 43
Proposal/Supplement	0514706	Small Proposal Create 76

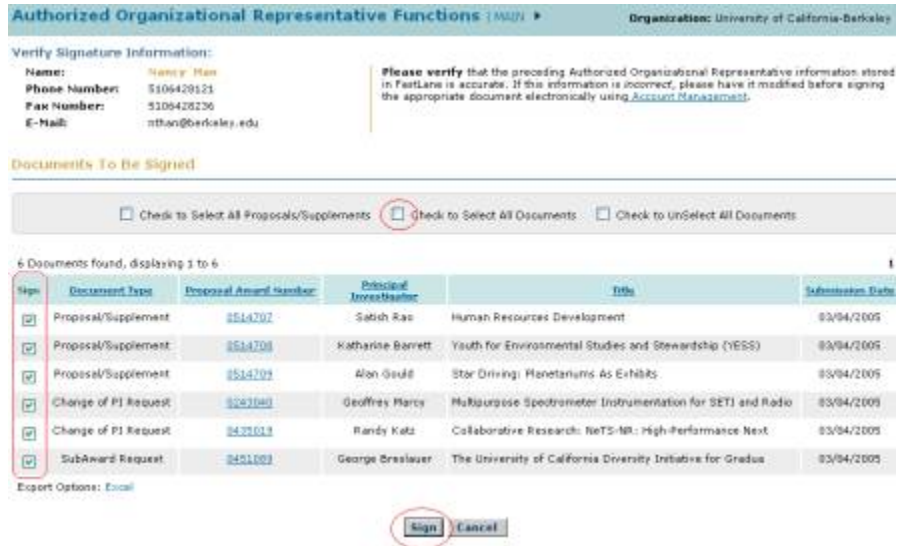
[Return to AOR Functions Main](#)

Figure 3 Confirmation screen. The **Return to AOR Functions Main** link is circled.

7. Click **Return to AOR Functions Main** (Figure 3). The **Authorized Organizational Representative Functions** screen displays (Figure 1).

Sign All Documents

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see AOR Login).



Authorized Organizational Representative Functions [Logout] Organization: University of California-Berkeley

Verify Signature Information:

Name: Nancy Han
 Phone Number: 5106428121
 Fax Number: 5106428230
 E-mail: nthan@berkeley.edu

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Documents To Be Signed

☐ Check to Select All Proposals/Supplements ☒ Check to Select All Documents ☐ Check to UnSelect All Documents

6 Documents found, displaying 1 to 6

Sign	Document Type	Proposal Award Number	Principal Investigator	Title	Submission Date
<input checked="" type="checkbox"/>	Proposal/Supplement	5514707	Satish Rao	Human Resources Development	03/04/2005
<input checked="" type="checkbox"/>	Proposal/Supplement	5514708	Katharine Barrett	Youth for Environmental Studies and Stewardship (YESS)	03/04/2005
<input checked="" type="checkbox"/>	Proposal/Supplement	5514709	Alan Gould	Star Driving: Planetariums As Exhibits	03/04/2005
<input checked="" type="checkbox"/>	Change of PI Request	5247040	Geoffrey Marcy	Multipurpose Spectrometer Instrumentation for SETI and Radio	03/04/2005
<input checked="" type="checkbox"/>	Change of PI Request	5479613	Randy Katz	Collaborative Research: NeTS-NR: High-Performance Next	03/04/2005
<input checked="" type="checkbox"/>	SubAward Request	5421003	George Breslawer	The University of California Diversity Initiative for Gradus	03/04/2005

Export Options: [Excel](#)

Figure 1 Authorized Organizational Representative Functions screen. The check mark box for Check to Select all Documents and the Sign button are circled. The check marks for all the documents are also circled.

2. On the **Authorized Organizational Representative Functions** screen (Figure 1), in the **Documents To Be Signed** section, click the check mark box for Check to Select All Documents. Check marks display in the boxes next to all the documents (see Figure 1).
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figures 2) with a listing of all the documents you are signing.

Electronic Signature Notice		Organization: University of California
Documents Selected To Sign		
6 Documents found, displaying 1 to 6		
Document Type	Proposal Award Number	Title
Proposal/Supplement	0514707	Human Resources Development
Proposal/Supplement	0514708	Youth for Environmental Studies and Stewardship (YESS)
Proposal/Supplement	0514709	Star Driving: Planetariums As Exhibits
Change of PI Request	0249840	Multigigase Spectrometer Instrumentation for SETI and Radio
Change of PI Request	0426019	Collaborative Research: NeTS-MR: High-Performance Neut
Subaward Request	0451069	The University of California Diversity Initiative for Gradua

CERTIFICATION INFORMATION

Certification for Authorized Organizational Representative or Individual Applicant:

By electronically signing the proposal, the individual applicant or the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if an award is made as a result of this application. Further, the applicant is hereby providing certifications regarding debarment and suspension, drug-free workplace, and lobbying activities (see below), as set forth in the Grant Proposal Guide (GPG), NSF 04-23. Willful provision of false information in this application and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

In addition, if the applicant institution employs more than fifty persons, the authorized official of the applicant institution is certifying that the institution has implemented a written and enforced conflict of interest policy that is consistent with the provisions of Grant Policy Manual Section 510; that to the best of his/her knowledge, all financial disclosures required by that conflict of interest policy have been made; and that all identified conflicts of interest will have been satisfactorily managed, reduced or eliminated prior to the institution's expenditure of any funds under the award, in accordance with the institution's conflict of interest policy. Conflicts which cannot be satisfactorily managed, reduced or eliminated must be disclosed to NSF.

Drug Free Work Place Certification

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Drug Free Work Place Certification contained in Appendix C of the Grant Proposal Guide.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

☒ No

☐ Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

Certification Regarding Lobbying (GPG Appendix E)

This certification is required for an award of a Federal contract, grant or cooperative agreement exceeding \$100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000.

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is:

- certifying that statements made herein are true and complete to the best of his/her knowledge; and
- agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

Certification for Authorized Organizational Representative

By electronically signing the request, the authorized official of the applicant institution is:

- certifying that statements made herein are true and complete to the best of his/her knowledge; and
- agreeing to accept the obligation to comply with NSF award terms and conditions if the request is granted. Willful provision of false information in this request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1002).

Figure 2 Electronic Signature Notice screen. The Debarment and Suspension section and the Sign button are circled.

4. In the **Debarment and Suspension** section (Figure 2), click the radio button for either Yes or No if there are any debarments or suspensions of you or your organization from transactions with federal agencies.
5. *If you answered **Yes***, type an explanation in the text box under the radio buttons (Figure 2).
6. Click the **Sign** button (Figure 2). The **Confirmation** screen displays (Figure 3) with a message that the documents have been signed.

CONFIRMATION The Following Documents Have Been Signed:		
Document Type	Proposal Award Number	Title
Proposal/Supplement	0514707	Human Resources Development
Proposal/Supplement	0514708	Youth for Environmental Studies and Stewardship (YESS)
Proposal/Supplement	0514709	Star Driving: Planetariums As Exhibits
Change of PI Request	0243040	Multipurpose Spectrometer Instrumentation for SETI and Radio
Change of PI Request	0435019	Collaborative Research: NeTS-NR: High-Performance Next
SubAward Request	0451089	The University of California Diversity Initiative for Gradua

[Return to AOR Functions Main](#)

Figure 3 Confirmation screen. The Return to AOR Functions Main link is circled.

7. Click **Return to AOR Functions Main** (Figure 3). The **Authorized Organizational Representative Functions** screen displays (Figure 1).

View a Document

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see AOR Login).

Authorized Organizational Representative Functions | MAIN | Organization: University of California-Berkeley

Verify Signature Information:

Name: Nancy Han
 Phone Number: 2223334445
 Fax Number: 2223335000
 E-Mail: ref2@test.com

Please verify that the preceding Authorized Organizational Representative information stored in FastLane is accurate. If this information is incorrect, please have it modified before signing the appropriate document electronically using [Account Management](#).

Documents To Be Signed

☐ Check to Select All Proposals/Supplements ☐ Check to Select All Documents ☐ Check to UnSelect All Documents

58 Documents found, displaying 1 to 10 [Previous 10] 1, 2, 3, 4, 5, 6 [Next 10]

Sign	Document Type	Proposal/Award Number	Principal Investigator	Title	Submit Date
<input type="checkbox"/>	Proposal/Supplement	0413940	Donald Moore	Doctoral Dissertation Research: Invisible Citizens: Palestin	01/02/20
<input type="checkbox"/>	Proposal/Supplement	0433353	John Landis	Modeling the Spatial Dynamics of U.S. Metropolitan Growth an	03/30/20

Figure 1 Authorized Organizational Representative Functions screen. The proposal/award number for a document is circled.

2. In the **Documents To Be Signed** section of the **Authorized Organizational Representative Functions** screen (Figure 1), click the proposal/award number on the row for the document you want to view.

If the document is a proposal, the **View Submitted Proposal** screen displays (Figure 2).

View Submitted Proposal

Please click on the appropriate "GO" button to display the document.
 You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.
 When you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the **"Print Entire Proposal"** option.
 Please be patient and do not continually click the "GO" button.

<input type="button" value="GO"/> Cover Sheet	<input type="button" value="GO"/> Project Summary
<input type="button" value="GO"/> Table Of Contents	<input type="button" value="GO"/> Project Description
<input type="button" value="GO"/> References Cited	<input type="button" value="GO"/> Bio Sketch
<input type="button" value="GO"/> Budget (Including Justification)	<input type="button" value="GO"/> Current and Pending
<input type="button" value="GO"/> Facilities	<input type="button" value="GO"/> Supplementary Docs
<input type="button" value="GO"/> PI CoPI Info	<input type="button" value="GO"/> Deviation Authorization
<input type="button" value="GO"/> PI CoPI Info	<input type="button" value="GO"/> Deviation Authorization
<input type="button" value="GO"/> Suggested Reviewers	<input type="button" value="GO"/> Additional Single Copy Documents
<input type="button" value="GO"/> Print Entire Proposal	

Figure 2 View Submitted Proposal screen.

If the document is a Supplemental Funding Request, the **View Proposal** screen displays (Figure 3).

View Proposal

Please click on the appropriate "GO" button to display the document.

You need to have **Adobe Acrobat viewer** installed on your computer to view these PDF documents.

Once you have finished viewing or printing the document -- use your browser's **Back** button to return to the menu.

NOTE: The PDF display may take a few minutes -- especially if you have selected the **"Print Entire Proposal"** option.








Please be patient and do not continually click the "GO" button.

Summary Of Proposed Work
 Budget (Including Justification)
 Print Entire Proposal







Justification For Supplement
 Supplementary Docs

Figure 3 View Proposal screen.


If the document is a Revised Proposal Budget, the **Summary Proposal Budget** screen displays (Figure 4) in PDF format. If you need Adobe Reader, see [Adobe Reader for FastLane](#).



Select Text



91%



Bookmarks

Signatures

Layers

Pages

SUMMARY PROPOSAL BUDGET				YEAR 1			
ORGANIZATION University of California-Berkeley PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR John F Canny			FOR NSF USE ONLY				
			PROPOSAL NO.		DURATION (months) Proposed Granted		
			AWARD NO.				
A. SENIOR PERSONNEL: PI/PO, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.T., show number in brackets)			NSF FUNDING REQUEST		Funds Requested By proposer		Funds granted by NSF (if different)
			CAL	ACAD	SUMR		
1.	John F Canny - Professor		0.00	0.00	3.00	\$ 27,372	\$
2.	Alice M Agogino - Professor		0.00	0.00	3.00	3,000	
3.	Bernard R Gifford - Professor		0.00	0.00	3.00	4,000	
4.	James Landay - Professor		0.00	0.00	3.00	24,354	
5.							
6.	0 OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)		0.00	0.00	0.00	0	
7.	4 TOTAL SENIOR PERSONNEL (1 - 6)		0.00	0.00	12.00	58,726	
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1.	1 POST DOCTORAL ASSOCIATES		12.00	0.00	0.00	165,262	

Figure 4 Summary Proposal Budget screen (in PDF format).

If the document is a subaward, the **View Print Subaward** screen displays (Figure 5).

View/Print SubAward

Award Number: 0700000
Title: Rules

To view/print a form, click on the appropriate button below.

<input type="button" value="GO"/> Description of Work to be Performed	<input type="button" value="GO"/> Justification For SubAwardee Selection
<input type="button" value="GO"/> Budget (Including Justification)	<input type="button" value="GO"/> Supplementary Docs
<input type="button" value="GO"/> Print Entire Proposal	

Figure 5 View/Print Subaward screen.

Disclosure of Lobbying Activities

When the proposal exceeds \$100,000, the Authorized Organization Representative (AOR) is required to complete a certification regarding lobbying restrictions. The *Certification for Contracts, Grants, Loans and Cooperative Agreements* is included in full text on the FastLane submission screen as well as in Grant Proposal Guide (GPG), Exhibit II-5.

When necessary, to disclose Lobbying Activity, the following must be done:

1. Download the official Office of Management and Budget (OMB) form SF LLL, Disclosure of Lobbying Activities (<http://www.whitehouse.gov/omb/grants/sflllin.pdf>)
2. Complete the form with the instructions stated below.
3. Upload the completed Form SF LLL with your proposal as a Single Copy Document.

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of there porting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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